


HRMS Garnishments

Create Garnishment–Writ

This procedure is used to create a 60 days writ of garnishment.

1. Enter transaction code "PA30" and click the  **Enter** icon.



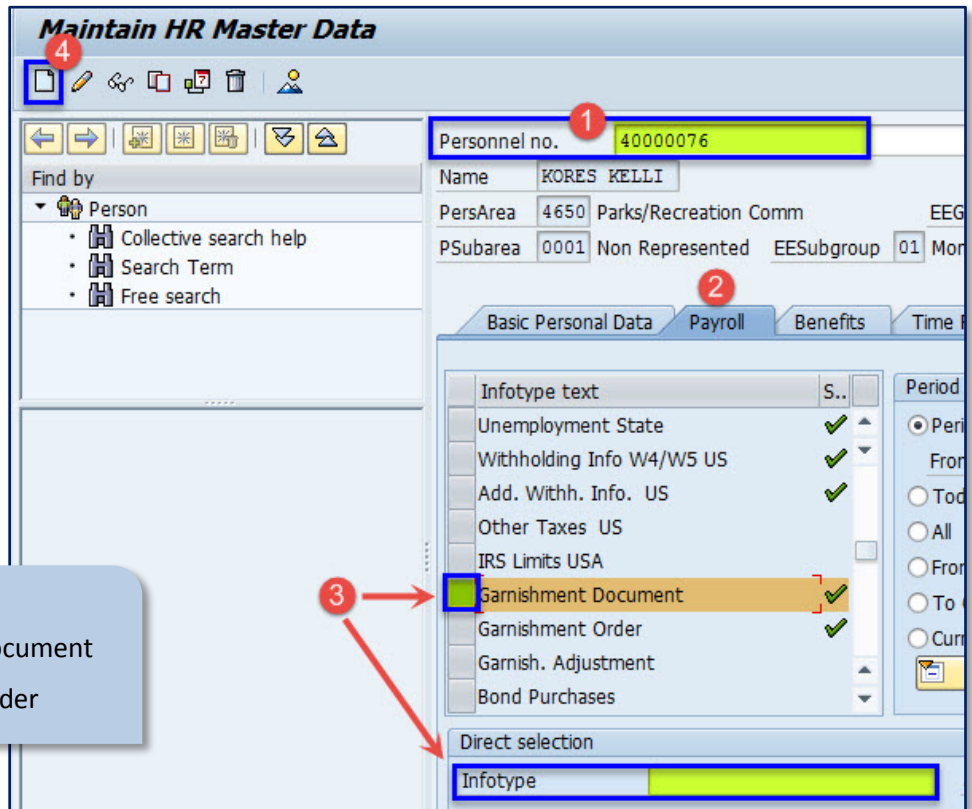
The screenshot shows the SAP Easy Access menu. The search field at the top contains the transaction code "PA30". The menu bar includes options like Menu, Edit, Favorites, Extras, System, and Help. Below the search field, there are various icons for different SAP functions.

2. Follow steps 1-4:

- 1 Enter employee's **Personnel Number**
- 2 Select the **Payroll** tab
- 3 In the *InfoType Text* list, scroll to select **Garnishment Document** OR enter the InfoType number (see box)
- 4 Click the **Create** icon

Garnishments InfoTypes:

0194–Garnishment Document
0195–Garnishment Order



The screenshot shows the SAP Maintain HR Master Data screen for employee KORES KELLI. The screen is divided into several tabs: Basic Personal Data, Payroll, Benefits, and Time. The Payroll tab is selected. In the Payroll tab, there is a list of InfoType texts. The "Garnishment Document" entry is highlighted with a red box and a red arrow pointing to it from step 3. Below the list, there is a "Direct selection" section with a field for "Infotype" which is also highlighted with a red box and a red arrow pointing to it from step 3. The "Personnel no." field at the top right contains the value "40000076".

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3. In the **Start** field, enter the first actual check date; in the **to** field, enter 60 calendar days from the day of the AGO's stamp.

Tips:

- To calculate the 60 days effective period and the payroll period: Add 60 calendar days from the day of the AGO's date stamp.
- The total "effective period" includes the day the writ was served, plus the next 60 calendar days.
- For further clarification on the 60 day calculation, contact the AGO.

Personnel No.	40000166	Name	SMITH EMMETT
PersArea	4610	Dept of Ecology	EEGroup 0 Permanent
PSubarea	00J2	Agencywide	EESubgroup 01 Monthly(M) OT Exe... Status Active
Start	<input checked="" type="checkbox"/>	to	12/31/9999

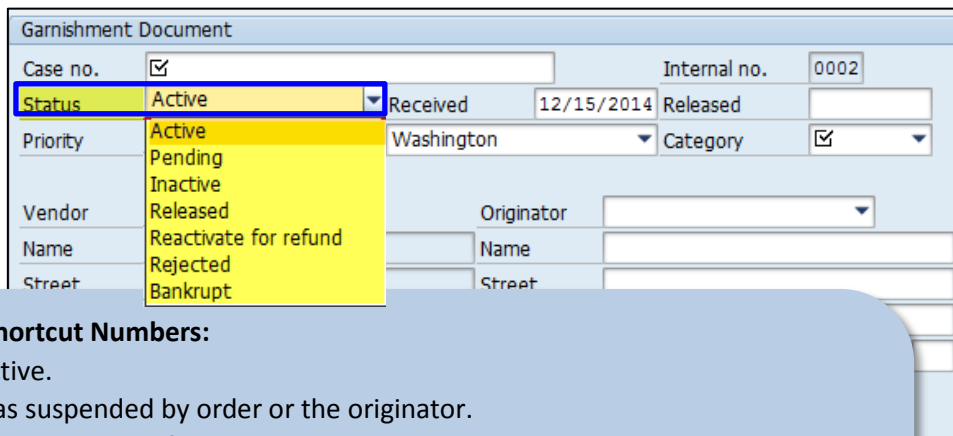
Garnishment Document			
Case no.	<input checked="" type="checkbox"/>	Internal no.	0003
Status	Active	Received	02/03/2015
Released		Category	<input checked="" type="checkbox"/>
Priority	<input checked="" type="checkbox"/>	Jurisdiction	Washington
Vendor		Originator	
Name		Name	
Street		Street	
City		City	
Zip code		State	
Plaintiff		Issue Separate Check to Vendor	<input type="checkbox"/>
Remittance	00000		

4. Enter the **Case no.** on the writ garnishment.

Garnishment Document			
Case no.	<input checked="" type="checkbox"/>	Internal no.	0002
Status	Active	Received	12/15/2014
Released		Category	<input checked="" type="checkbox"/>
Priority	<input checked="" type="checkbox"/>	Jurisdiction	Washington
Vendor		Originator	
Name		Name	
Street		Street	
City		City	
Zip code		State	
Plaintiff		Issue Separate Check to Vendor	<input type="checkbox"/>
Remittance	00000		

Create Garnishment-Writ (cont.)

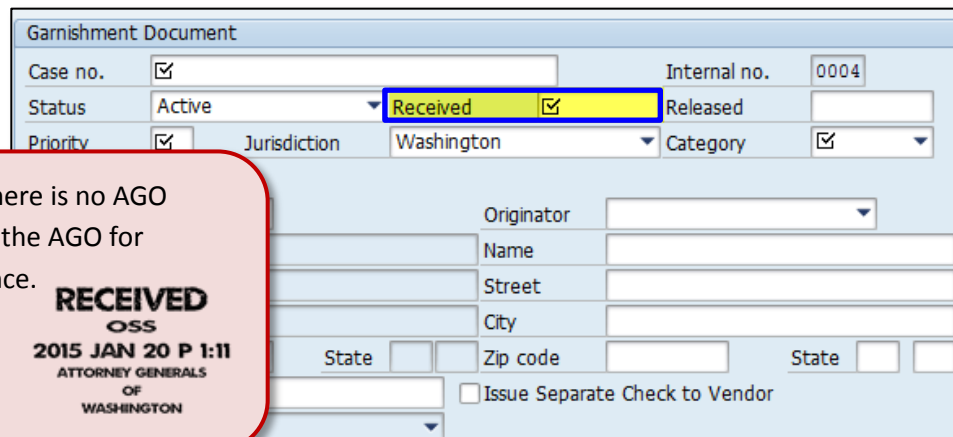
5. Select the legal **Status** from the drop-down menu.



Status Option Definitions & Shortcut Numbers:

- 01= Active**—Document is active.
- 02= Pending**—Document was suspended by order or the originator.
- 03= Inactive**—Garnishment was repaid in full, but not yet released by the originator.
- 04= Release**—Garnishment has been paid in full and notification from the court/ creditor has been received by the agency.
- 05= Re-activate for refund**—Garnishment has been reactivated for the purpose of refunding excess garnishment wages to the employee.
- 06= Rejected**—Garnishment was issued, but employee no longer works for the agency.
- 07= Bankrupt**—Garnishment is no longer applicable because the employee has been declared bankrupt.

6. Enter the received date located on the stamp from the Attorney General's Office.

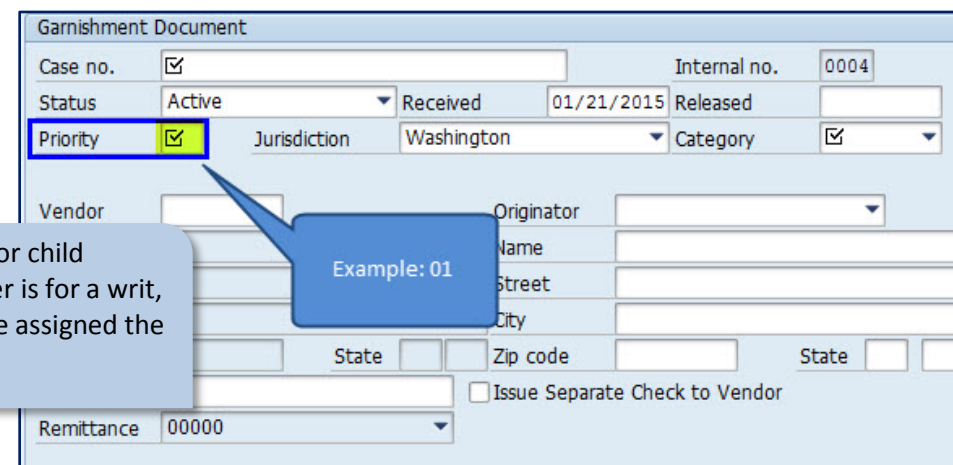


Important: If there is no AGO stamp, contact the AGO for further assistance.

Example:

RECEIVED
OSS
2015 JAN 20 P 1:11
ATTORNEY GENERALS
OF
WASHINGTON

7. Enter the **Priority** number to establish the order garnishments will be deducted from payroll.

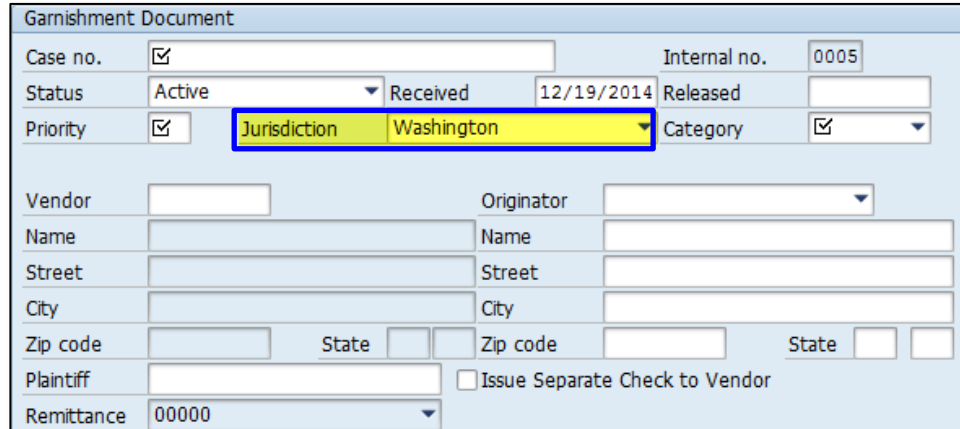


Example: If one is for child support and another is for a writ, then both should be assigned the priority of "01".

Example: 01

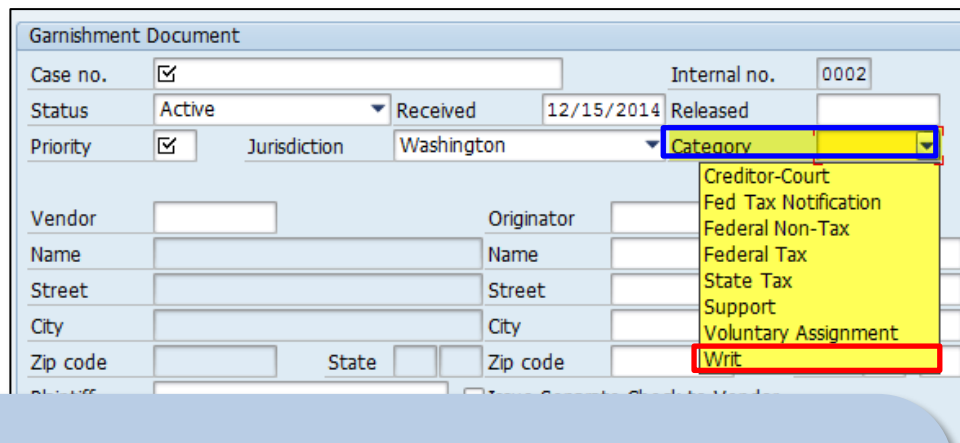
Create Garnishment-Writ (cont.)

8. Using the drop-down menu, select the **Jurisdiction** where the employee is employed.



The screenshot shows the 'Garnishment Document' form. The 'Jurisdiction' dropdown menu is highlighted with a blue box and contains the text 'Washington'. Other fields include Case no., Status (Active), Received date (12/19/2014), Internal no. (0005), Priority, Category, Vendor, Originator, Name, Street, City, Zip code, State, Plaintiff, and Remittance (00000). There is also a checkbox for 'Issue Separate Check to Vendor'.

9. In the **Category** field, use the drop-down menu and select "Writ" or enter "W".



The screenshot shows the 'Garnishment Document' form with the 'Category' dropdown menu open. The menu lists several options: Creditor-Court, Fed Tax Notification, Federal Non-Tax, Federal Tax, State Tax, Support, Voluntary Assignment, and Writ. The 'Writ' option is highlighted with a red box. Other fields are similar to the previous screenshot, but the Received date is 12/15/2014 and the Internal no. is 0002.

Category Options:

Creditor/Court (C) Wage assignments. Examples: educational loans, court orders, bankruptcy orders.

Federal Tax (F) Federal delinquent tax levy. Example: levy.

Federal Non Tax (G) Federal garnishments that are not tax related. Example: student loans.

State Tax (T) State delinquency tax.

Support (S) Child support, spousal support, and alimony.



Voluntary (V) Employee's written consent to transfer future wages to a third party.

Writ (W) 60 days writs of garnishment. Examples: writ of garnishment for continuing lien on earnings and writ of garnishment for non-continuing lien.

Federal Tax Notification (N) Federal tax notice of payment agreement.

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10. The Vendor will auto generate for a writ, with vendor number 9999999.

Click the  **Enter** icon and then click the  **Save** icon, and the garnishment order will appear.

Garnishment Document			
Case no.	1234	Internal no.	0004
Status	Active	Received	02/03/2015
Priority	1	Jurisdiction	Washington
		Category	Writ
Vendor	9999999	Originator	
Name	GL 5189 Accrual Vendor	Name	
Street		Street	
City	OLYMPIA	City	
Zip code	98504	State	WA US
Plaintiff		<input type="checkbox"/> Issue Separate Check to Vendor	
Remittance	00000		

11. For **Rule Non-Exempt**, select the appropriate description of rules; the entry will always be 000.

Garnishment Order			
Case no.	9874	Internal no.	0005
		Sequence no.	01
Order Type	CC	Court Payment/Creditor	
Rule Non-exempt			
Initial Balance		Rule for calculating the non-exempt amount (1) 2 Entries f	
Deduction			
Limit 1		Restrictions	
<input checked="" type="radio"/> Non-exempt <input type="radio"/> Exempt		<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Value		Country: US	
Unit		State: WA	
		Garnishment Order Type: CC	
Rule	Description of rules	Start Date	End Date
000	Creditor	01/01/1980	06/10/2012
000	Creditor	06/11/2012	12/31/9999

12. For the **Initial Balance** field, enter the balance provided on the writ garnishment.



If no balance is provided, leave this field blank.

Garnishment Order			
Case no.	123	Internal no.	0003
		Sequence no.	01
Order Type	CT	Court Order/Wage Assignment	
Rule Non-exempt			
Initial Balance		USD	
Deduction			
Limit 1	Limit 2	Additional Amount	
<input checked="" type="radio"/> Non-exempt <input type="radio"/> Exempt	<input checked="" type="radio"/> Non-exempt <input type="radio"/> Exempt	<input checked="" type="radio"/> Non-exempt <input type="radio"/> Exempt	
Value	Value	Value	
Unit	Unit	Unit	

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13. In the **Deduction Value**, always enter 25.00, which represents 25%.

Using the drop down menu, change the **Deduction Description** to "percentage of net."

Click the  **Enter** icon and then click the  **Save** icon.

Garnishment Order	
Case no.	1234
Internal no.	0003
Sequence no.	01
Order Type	CS Child Support
Rule Non-exempt	000
Initial Balance	5000.00 USD
Deduction	<div> Percentage of net Percentage of gross Pay period amount Monthly amount Monthly amount, collecting arrears Monthly amount, normalized Monthly amount, normalized: collecting arrears Monthly Amount, collect as early as possible Standardized monthly amount Standardized monthly amount: collecting arrears Weekly amount Annual amount </div>
Limit 1	<input checked="" type="radio"/> Non-exempt <input type="radio"/> Exempt Value <input type="text"/> Unit <input type="text"/>
al Amount	<input type="text"/> <input type="text"/> <input type="radio"/> Non-exempt <input type="radio"/> Exempt <input type="text"/>